

REQUEST FOR PROPOSALS
CONTRACT FOR GENERAL ARCHITECTURAL/ENGINEERING SERVICES
COUNTY OF CUMBERLAND, VIRGINIA

PURPOSE

The County of Cumberland, Virginia, solicits requests for proposals (RFP's) from interested firms to submit proposals for General Architectural/Engineering Services. The purpose of the RFP is to compile a list of three or more firms that would be available to provide such services to Cumberland County for a period of three years.

PROPOSAL PROCEDURE

Respondents are requested to submit three (3) copies, marked "A Proposal for Architectural/Engineering Services," by 2:00 p.m. on September 15, 2011 to:

Judy Ownby, County Administrator
County of Cumberland
P.O. Box 110
(One Courthouse Circle)
Cumberland, VA 23040

Proposals by telephone, telegraph, or facsimile will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm, or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County reserves the right to award in part or in whole or to reject any or all proposals.

To be valid for consideration, proposals must be completed and submitted in accordance with the guidelines set forth in this Request for Proposals.

The County assumes no responsibility for any oral instruction, suggestion, or interpretation of this RFP. Any material change will be forwarded to all respondents in the form of a written addendum.

Proposals shall not be available for inspection by respondents until interviews are completed. After award of a contract, all proposals shall become a matter of public record and are available for inspection by the general public.

Background

Cumberland County requires professional services related to County and School capital projects. Cumberland intends to consolidate its requirements into three (3) year non-exclusive contracts for these services. Said contract can be canceled by the County on sixty (60) days written notice.

The County may award contracts to more than one qualified firm, depending on the firm's expertise and County needs. Firms will be selected as outlined below. Once under contract, these firms will be asked to perform services throughout the term of the contract. Individual work assignments will be made to a firm as the need for services from that firm arises during the term of the contract.

Work assignment shall be made on an "As Needed" basis. There is no assurance that a successful respondent will receive any work assignment whatsoever under the contract awarded as a result of this Request for Proposals. Cumberland County reserves the right at all times to perform work in-house or to separately bid and award large projects on a competitive selection basis.

SCOPE OF WORK

Architect/Engineer (hereinafter referred to as A/E) shall perform professional services including basic architecture; landscape architecture; interior design; planning; structural, mechanical, civil, electrical services; and any surveying or related services incidental to the Project. A/E represents that all tasks will be performed in accordance with generally accepted professional standards and further represents that they will provide the County the best possible advice and consultation with authority and capacity as a professional. A/E will comply with applicable regulations, laws, ordinances, and requirements of all governmental agencies and authorities that have jurisdiction over design criteria and environmental impact applicable for each assigned project. The exact scope of work and details of service to be performed for each assignment is subject to negotiation prior to that assignment.

EVALUATION CRITERIA

Evaluation criteria shall include, but is not necessarily limited to:

1. Priority assigned to the Project by respondent
2. Depth and variety of staff expertise, including:
 - a) Resumes of key individuals
 - b) Education
 - c) Staff size
 - d) Expertise

This section should clearly identify all disciplines available within the firm and those which will be subcontracted to others.

3. Managerial capabilities:
 - a) Ability to manage and plan the Project expeditiously
 - b) Approach to problem/task resolution
 - c) Management staff and amount of direct participation.
 - i. Demonstrated interest of consultant
 - ii. Firm's principal and direct participation in similar projects

- d) Means of controlling the Project's scope
 - e) Evaluation techniques
 - f) Data gathering methods
 - g) Communication procedures
 - h) Team organization and amount of experience as a team
- 4. Familiarity with Federal, State, and Local codes, conditions and ordinances where essential to proper performance.
 - 5. Past performance record and relevant experience
 - a) References – showing names, addresses, and phone numbers
The County reserves the right to contact previous clients and inspect both on-site and design work.
 - b) Quality of work, timelines, diligence, ability to meet budget.
 - 6. Technical capabilities: description of facilities and production capabilities.
 - 7. Fiscal stability
 - 8. Overall quality of the firm and proposal (includes reputation and integrity within the engineering/architectural community).

SELECTION PROCEDURE

Selection of the successful respondent shall be as follows:

- 1. Respondent should make written proposals offering its qualifications and understanding of the request as presented. Proposals should be specific as to the ability to perform A/E services related to the study, design, and operation of a public water system and other County and School capital projects.
- 2. Following evaluation of the written proposals as submitted, the County shall engage in individual discussions with those respondents deemed fully qualified, responsible, and suitable on the basis of the written proposals and with emphasis on professional competence. Such firms shall be encouraged to elaborate on their qualifications, as well as alternative concepts, and to answer questions posed to them.
- 3. Following these discussions, on the basis of the evaluation factors listed in this request and all information developed in the selection process to this point, the County shall select, in order of preference, three or more firms whose professional qualifications and proposed services are deemed most meritorious. These firms will be kept on a list to be used at any time needed over a three-year period.

FURTHER INFORMATION

Questions arising as a result of this Request for Proposals may be directed to the Cumberland County Administrator's office at 804/492-3625.

REQUEST FOR PROPOSALS

The County of Cumberland, Virginia solicits interested firms to submit proposals for General Architectural/Engineering Services. The purpose of this RFP is to compile a list of three firms that would be available to provide such services to Cumberland County for a period of three years. Respondents are requested to submit three (3) copies marked "A Proposal for Architectural/Engineering Services," by 2:00 p.m. on September 15, 2011 to:

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A full description of the RFP is available by contacting the Cumberland County Administrator's Office at 804/492-3625.